

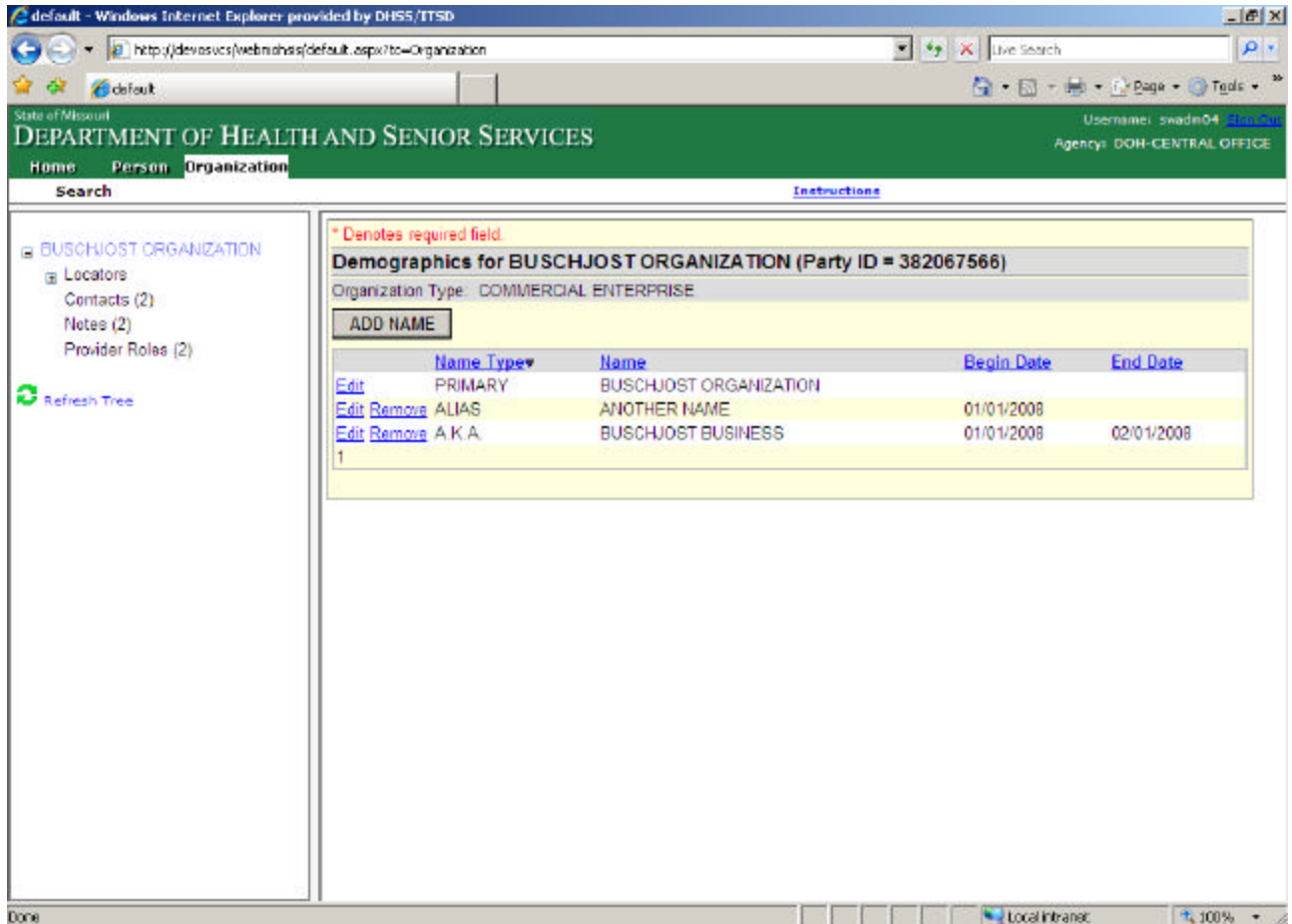
### Organization 3 - View/Update Organization Demographics

The following preconditions must be met:

1. Successful log into MOHSAIC SURVWEB application.
2. Click on Organization Tab
3. Search and select Organization

#### Business Rules

1. At any time when the system is preparing to display or saving information, the system may show a "Building ... page..." or "Please wait..." message in the right section.
2. Users may add and edit information before it is added to the database, but cannot update after the person records have been saved. Some items may only be removed.
3. QA and Admin users may add and edit information before and after the person records have been saved. Some items may only be removed.
4. Error messages are shown in red above the section of the screen.
5. At any time when you click **Cancel** at bottom of screen, the VIEW screen is returned.
6. Only one primary name allowed.
7. Primary Names cannot be removed. Names can only be removed that have not been added to the database.



default - Windows Internet Explorer provided by DHSS/ITSD

http://devosucs/webmoahs/default.aspx?to=Organization

State of Missouri  
DEPARTMENT OF HEALTH AND SENIOR SERVICES

Username: swadn04  
Agency: DOH-CENTRAL OFFICE

Home Person **Organization**

Search [Instructions](#)

**BUSCHJOST ORGANIZATION**

- Locators
- Contacts (2)
- Notes (2)
- Provider Roles (2)

[Refresh Tree](#)

\* Denotes required field.

**Demographics for BUSCHJOST ORGANIZATION (Party ID = 382067566)**

Organization Type: COMMERCIAL ENTERPRISE

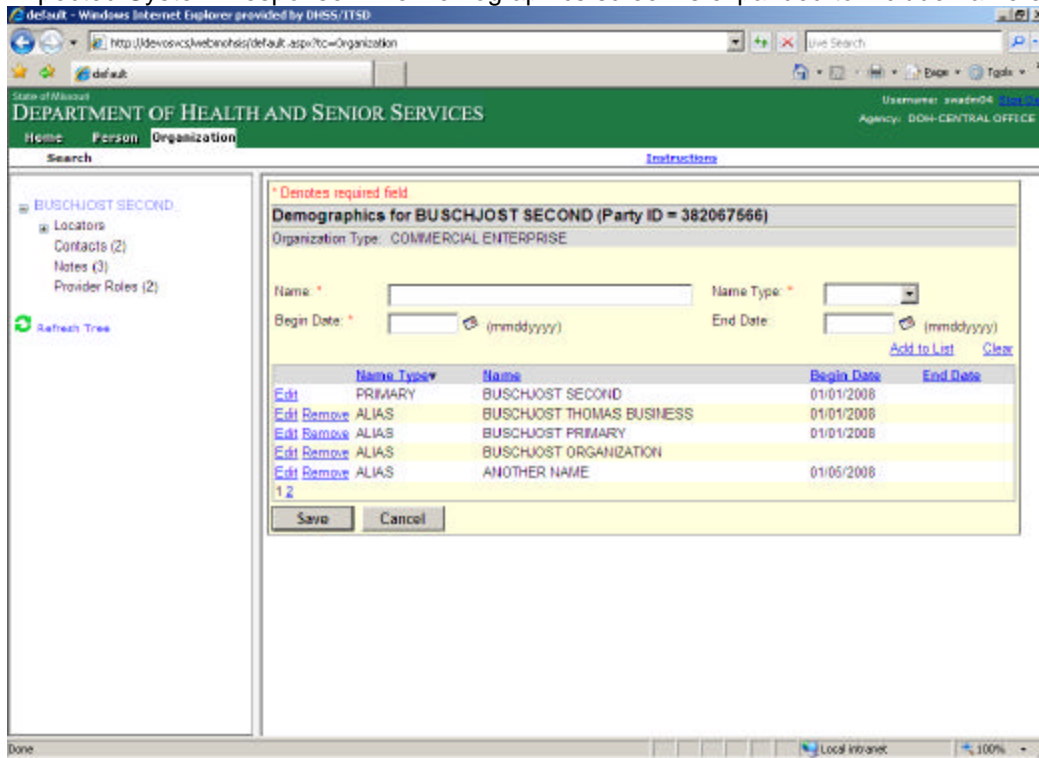
**ADD NAME**

Name Type	Name	Begin Date	End Date
PRIMARY	BUSCHJOST ORGANIZATION		
ALIAS	ANOTHER NAME	01/01/2008	
A.K.A.	BUSCHJOST BUSINESS	01/01/2008	02/01/2008

1

Procedure 1: Click Add Name.

Expected System Response: The Demographics screen is expanded to include name entry fields



default - Windows Internet Explorer provided by DHS/ITSD  
http://devosvcs/webchsis/default.aspx?tc=Organization

State of Missouri  
DEPARTMENT OF HEALTH AND SENIOR SERVICES  
Home Person Organization  
Instructions

Search

BUSCHJOIST SECOND  
Locators  
Contacts (2)  
Notes (3)  
Provider Roles (2)  
Refresh Tree

\* Denotes required field

Demographics for BUSCHJOIST SECOND (Party ID = 382067566)  
Organization Type: COMMERCIAL ENTERPRISE

Name \*  Name Type \*   
Begin Date \*  (mmddyyyy) End Date  (mmddyyyy)  
[Add to List](#) [Clear](#)

Name Type	Name	Begin Date	End Date
<a href="#">Edit</a> <a href="#">Remove</a> PRIMARY	BUSCHJOIST SECOND	01/01/2008	
<a href="#">Edit</a> <a href="#">Remove</a> ALIAS	BUSCHJOIST THOMAS BUSINESS	01/01/2008	
<a href="#">Edit</a> <a href="#">Remove</a> ALIAS	BUSCHJOIST PRIMARY	01/01/2008	
<a href="#">Edit</a> <a href="#">Remove</a> ALIAS	BUSCHJOIST ORGANIZATION		
<a href="#">Edit</a> <a href="#">Remove</a> ALIAS	ANOTHER NAME	01/05/2008	

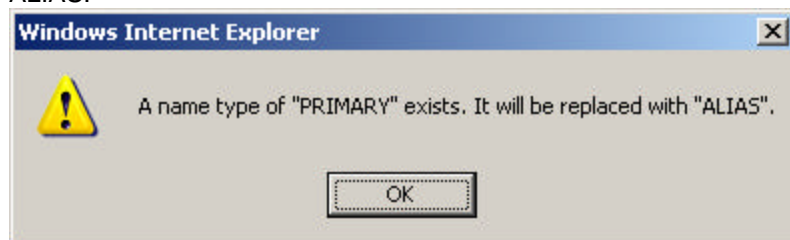
1 2  
[Save](#) [Cancel](#)

Procedure 2: Enter name information (select PRIMARY as Name Type)

Required Fields:

- ✓ Organization Name
- ✓ Name Type
- ✓ Begin Date

Expected System Response: A popup box telling you that the current primary name will be changed to an ALIAS.



Procedure 3: Click OK

## WEBSURV TEST

Expected System Response: The Demographics screen is visible.

The screenshot shows a web browser window displaying the 'Demographics for BUSCHJOIST SECOND (Party ID = 382067566)' screen. The browser is Internet Explorer, and the URL is <http://device/websearch/default.asp?tw=Organization>. The page header includes 'State of Missouri', 'DEPARTMENT OF HEALTH AND SENIOR SERVICES', and 'Agency: DOH-CENTRAL OFFICE'. The left sidebar shows a search tree with 'BUSCHJOIST SECOND' selected, and sub-items for 'Locations', 'Contacts (2)', 'Notes (3)', and 'Provider Roles (2)'. The main content area has a yellow background and contains the following information:

**Demographics for BUSCHJOIST SECOND (Party ID = 382067566)**  
Organization Type: COMMERCIAL ENTERPRISE

Name:  Name Type:   
Begin Date:  End Date:  (mmddyyyy) [Add to List](#) [Clear](#)

Name Type	Name	Begin Date	End Date
PRIMARY	BUSCHJOIST SECOND	01/01/2006	
Alias	BUSCHJOIST THOMAS BUSCH	01/01/2006	
Alias	BUSCHJOIST PRIMARY	01/01/2006	
Alias	BUSCHJOIST ORGANIZATION		
Alias	ANOTHER NAME	01/05/2006	

1 2  
[Save](#) [Cancel](#)

Procedure 4: Complete name information and click Add to List.

## WEBSURV TEST

Expected System Response: Validation failed, messages returned.

State of Missouri  
DEPARTMENT OF HEALTH AND SENIOR SERVICES  
Home Person Organization Instructions

Search

BUSCHJOIST SECOND  
Locations  
Contacts (2)  
Notes (3)  
Provider Roles (2)  
Refresh Tree

\* Denotes required field

**Demographics for BUSCHJOIST SECOND (Party ID = 382067566)**  
Organization Type: COMMERCIAL ENTERPRISE

\* Begin Date is required

Name: BUSCHJOIST NOW Name Type: PRIMARY  
Begin Date: (mmddyyyy) End Date: (mmddyyyy)  
[Add to List](#) [Clear](#)

Name Type	Name	Begin Date	End Date
PRIMARY	BUSCHJOIST SECOND	01/01/2008	
ALIAS	BUSCHJOIST THOMAS BUSINESS	01/01/2008	
ALIAS	BUSCHJOIST PRIMARY	01/01/2008	
ALIAS	BUSCHJOIST ORGANIZATION		
ALIAS	ANOTHER NAME	01/05/2008	

1 2  
[Save](#) [Cancel](#)

Expected System Response: Validation passed, name added to list.

State of Missouri  
DEPARTMENT OF HEALTH AND SENIOR SERVICES  
Home Person Organization Instructions

Search

BUSCHJOIST SECOND  
Locations  
Contacts (2)  
Notes (3)  
Provider Roles (2)  
Refresh Tree

\* Denotes required field

**Demographics for BUSCHJOIST SECOND (Party ID = 382067566)**  
Organization Type: COMMERCIAL ENTERPRISE

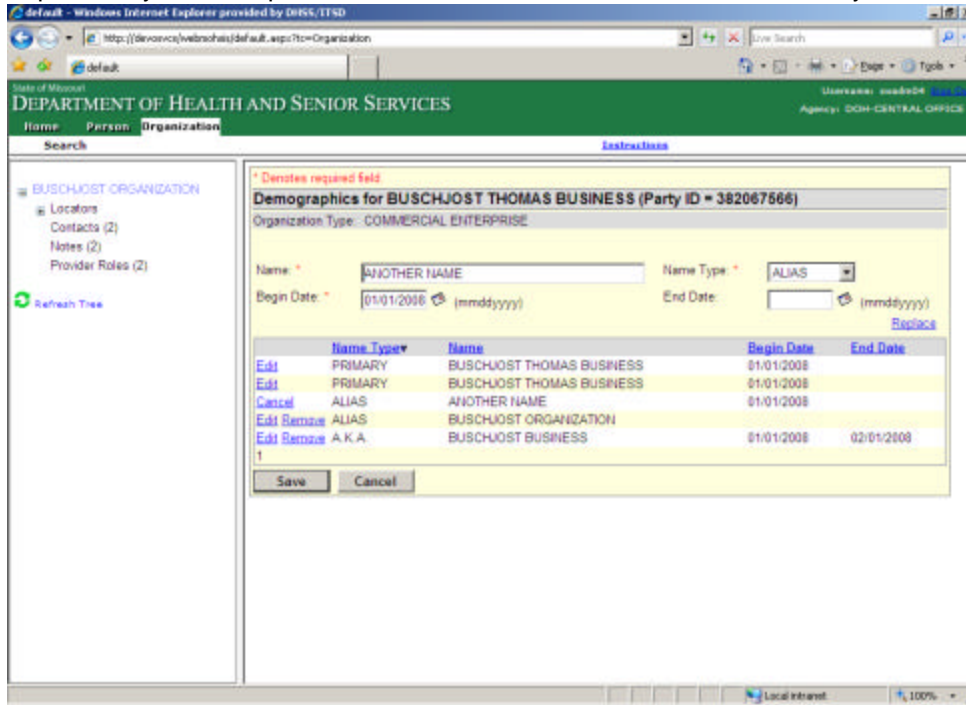
Name: Begin Date: 07/05/2008 Name Type: End Date: (mmddyyyy)  
[Add to List](#) [Clear](#)

Name Type	Name	Begin Date	End Date
PRIMARY	BUSCHJOIST NOW	07/05/2008	
ALIAS	BUSCHJOIST THOMAS BUSINESS	01/01/2008	
ALIAS	BUSCHJOIST SECOND	01/01/2008	
ALIAS	BUSCHJOIST PRIMARY	01/01/2008	
ALIAS	BUSCHJOIST ORGANIZATION		

1 2  
[Save](#) [Cancel](#)

Procedure 5: Click Edit next to a name.

Expected System Response: The name information is shown in the entry fields.



**Demographics for BUSCHJOST THOMAS BUSINESS (Party ID = 382067566)**

Organization Type: COMMERCIAL ENTERPRISE

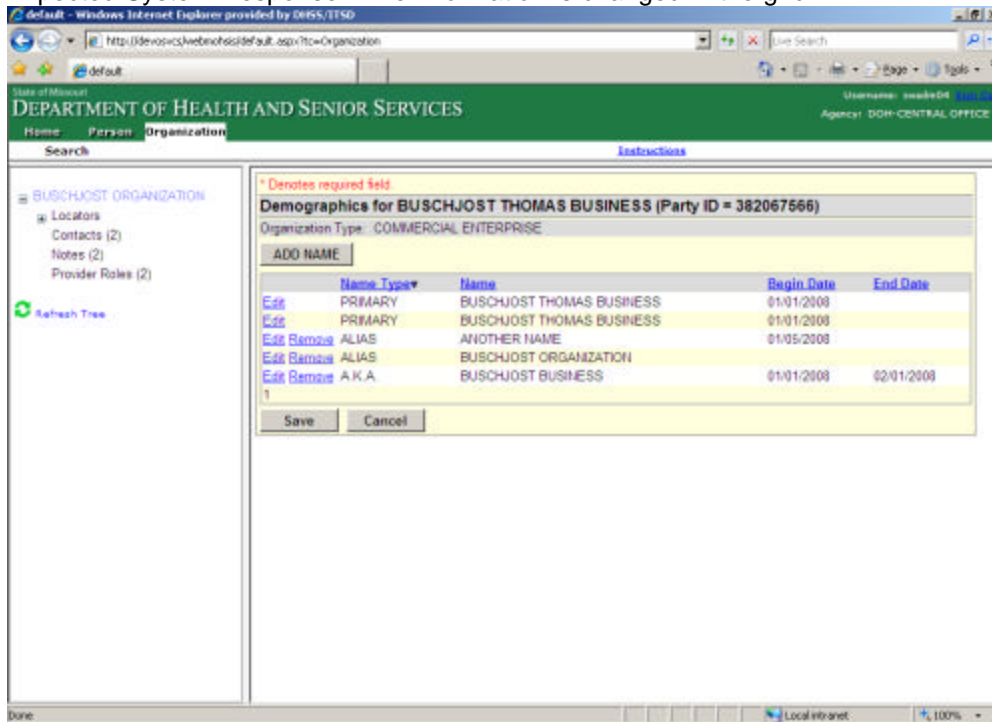
Name:  Name Type:   
 Begin Date:  (mmddyyyy) End Date:  (mmddyyyy)

Name Type	Name	Begin Date	End Date
PRIMARY	BUSCHJOST THOMAS BUSINESS	01/01/2008	
PRIMARY	BUSCHJOST THOMAS BUSINESS	01/01/2008	
ALIAS	ANOTHER NAME	01/01/2008	
ALIAS	BUSCHJOST ORGANIZATION		
A.K.A.	BUSCHJOST BUSINESS	01/01/2008	02/01/2008

Save Cancel

Procedure 6: Change information and click Replace.

Expected System Response: The information is changed in the grid.



**Demographics for BUSCHJOST THOMAS BUSINESS (Party ID = 382067566)**

Organization Type: COMMERCIAL ENTERPRISE

ADD NAME

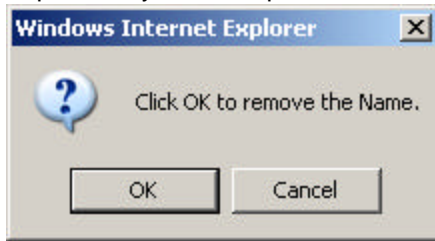
Name Type	Name	Begin Date	End Date
PRIMARY	BUSCHJOST THOMAS BUSINESS	01/01/2008	
PRIMARY	BUSCHJOST THOMAS BUSINESS	01/01/2008	
ALIAS	ANOTHER NAME	01/05/2008	
ALIAS	BUSCHJOST ORGANIZATION		
A.K.A.	BUSCHJOST BUSINESS	01/01/2008	02/01/2008

Save Cancel

Procedure 7: Click Remove next to name in grid.

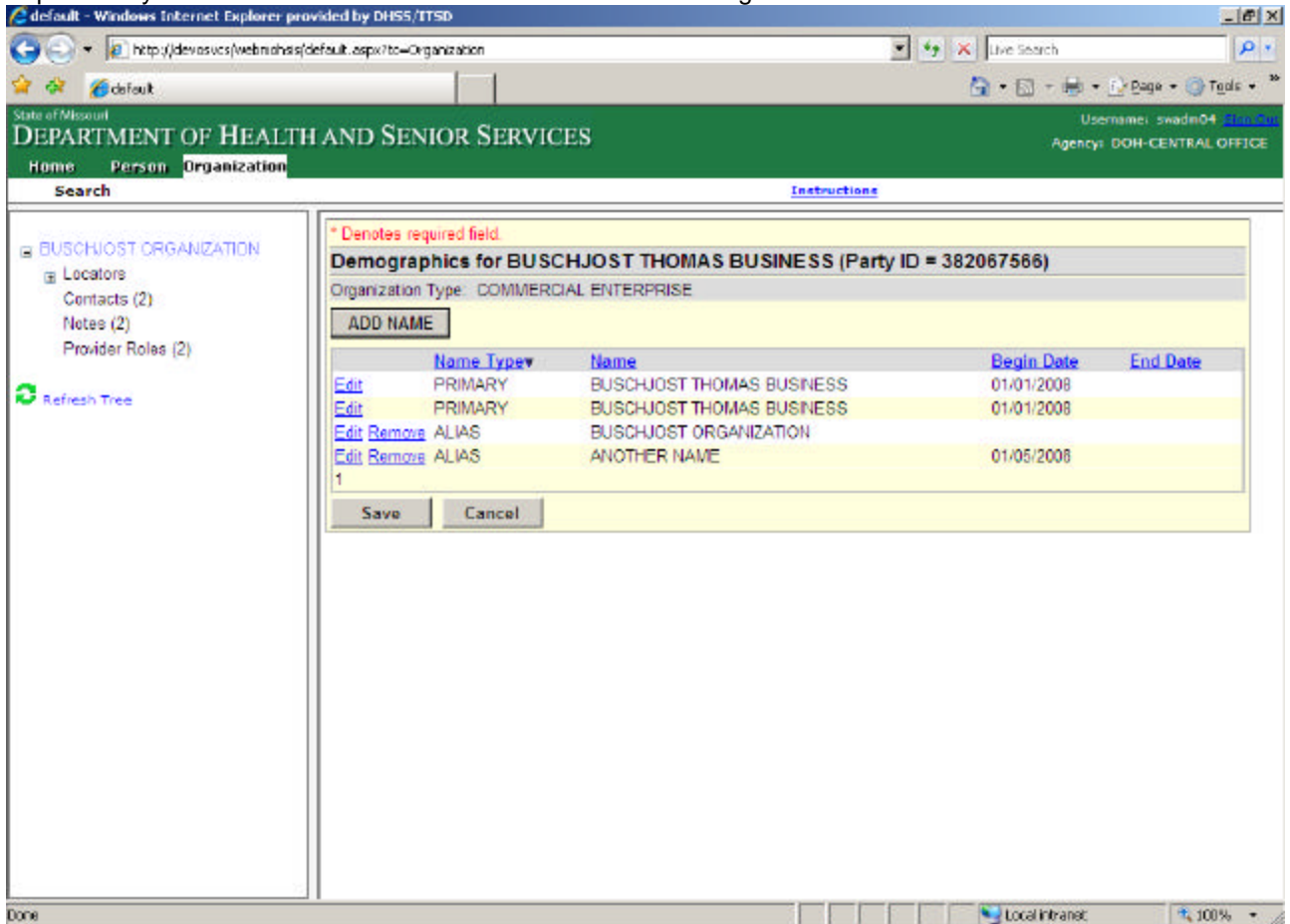
## WEBSURV TEST

Expected System Response: A confirm remove message is returned.



Procedure 8: Click **OK**.

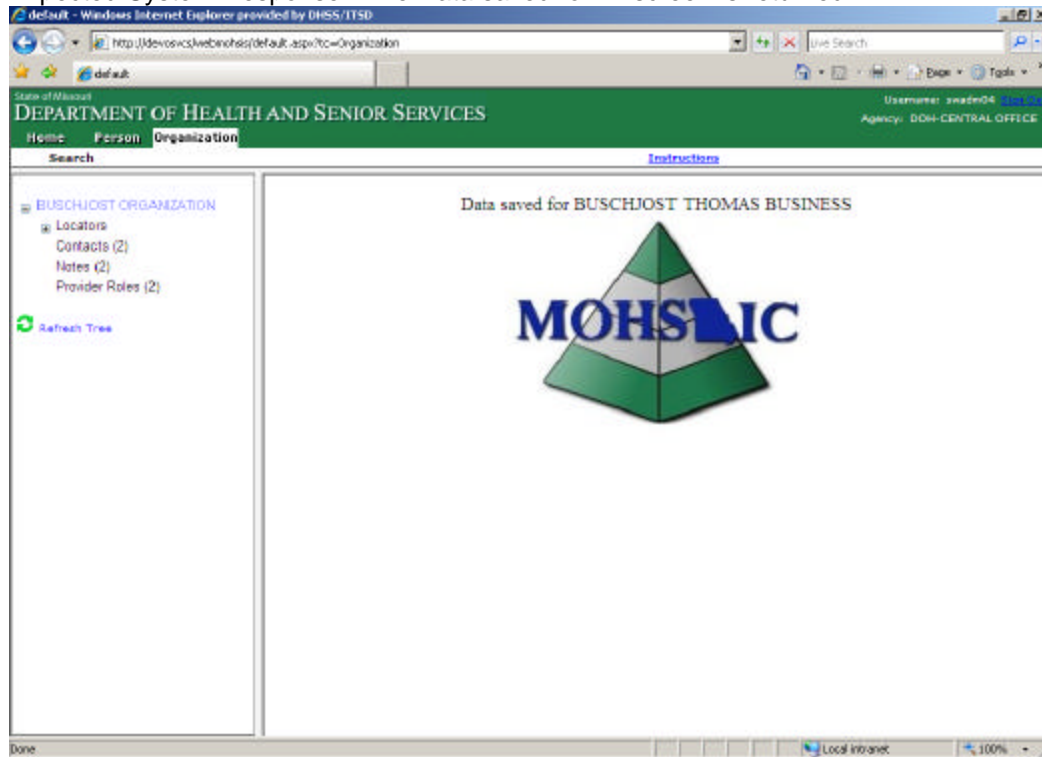
Expected System Result: The name will be removed from the grid.



Procedure 9: Click **Save**.

## WEBSURV TEST

Expected System Response: The Data saved for ... screen is returned.



Test Complete.